

Guidance

Initial teacher training (ITT): providers annual return guidance

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Please complete all fields in the return applicable to the funding that you have received from the National College for Teaching and Leadership (NCTL) during academic year 2014 to 2015. This includes the associated payments received from 1 August 2014 until 31 July 2015.

Only certain providers are required to submit the accounts and balance tabs.

Provider	NCTL requirements
Academy/multi-academy trusts	Cover and audit grant return tabs
Local authority maintained	Cover and audit grant return tab and all 3 accounts tabs
Higher education institutions (HEIs)	Cover and audit grant return tabs
Private company	Cover and audit grant return tabs

1.

ITT training bursaries

1.1 **ITT training bursaries received between 1 August 2014 and 31 July 2015**

This is pre-populated with the value of funding that we have paid in academic year 2014 to 2015 in relation to ITT training bursaries (including any discretionary and scholarship funding you have received). Please don't overwrite this section.

If the value stated doesn't match your records please contact the funding team on fa.team@education.gsi.gov.uk.

1.2 **ITT training bursaries spent between 1 August 2014 and 31 July 2015**

You should record the actual ITT bursary funding amount paid to eligible trainees during the academic year 2014 to 2015 (including any discretionary and scholarship funding).

1.3 **Balance at 31 July 2015**

This will automatically calculate the difference between what you have received and what has been spent. Adjustments will be made for any differences in this section, including recovering any funding not spent.

2.

Subject knowledge enhancement (SKE) training bursary and programme costs

If a trainee doesn't start their SKE programme at all, we're required to recover both the programme costs and training bursary funding associated with that trainee. However, if a trainee withdraws during their SKE programme we will only recover the value of bursary funding that has not been spent.

You'll shortly be able to access full details of individual claims on the [ITT provider extranet](#). This includes the date SKE programme costs have been paid and details of the monthly SKE training bursary payment for each trainee claim.

2.1 Amount of SKE training bursary funding reported via audit grant returns 2013 to 2014 as committed spend, and subsequently paid to trainees during the academic year 2014 to 2015

This is pre-populated with the value of SKE training bursary funding reported to us via the audit grant reports for 2013 to 2014 as committed spend in academic year 2013 to 2014. Funding was subsequently paid to trainees during academic year 2014 to 2015. This would occur when the trainee's SKE programme started in academic year 2013 to 2014, however didn't complete the programme until academic year 2014 to 2015.

Please don't overwrite this section. If the value stated doesn't match your records please contact the funding team on fa.team@education.gsi.gov.uk.

2.2 SKE training bursaries received between 1 August 2014 and 31 July 2015

This is pre-populated with the value of funding that we've paid in relation to SKE training bursaries, please don't overwrite this section.

If the value stated doesn't match your records please contact the funding team on fa.team@education.gsi.gov.uk.

2.3 SKE training bursaries spent between 1 August 2014 and 31 July 2015

This is where you should record the actual SKE bursary funding amount paid

to eligible trainees during the academic year 2014 to 2015.

2.4 SKE training bursaries committed where programme delivery continues into the academic year 2015 to 2016

This is only applicable to providers who received SKE funding in March 2015 via the one-off payment exercise.

This has been included to report any SKE training bursary funding which you may have received in March 2015 and have committed to paying to trainees, but where the programme is due to complete later, in academic year 2015 to 2016.

We'll request trainee data in relation to this one-off payment in August 2015. This funding has been included in section 2.1 and should be accounted for in section 2.2 of the audit grant report.

Any funding received via the submission of individual claim forms shouldn't be included in the committed spend section (section 2.4). We pay the training bursary in accordance with the programme duration on a monthly basis. For example, if the SKE programme runs into August 2015 we will make the relevant payment in August 2015. This proportion of funding received will be covered by the 2015 to 2016 audit grant report.

2.5 Balance at 31 July 2015

This will automatically calculate the difference between what you have received, what has been spent and what has been committed, this informs the adjustment value. Adjustments will be made for any differences in this section, including recovering any funding not spent.

2.6 SKE programme funding received between 1 August 2014 and 31 July 2015

This is pre-populated with the value of funding that we've paid in academic year 2014 to 2015 in relation to SKE programme costs, please don't overwrite this section.

If the value stated doesn't match your records please contact the funding team on fa.team@education.gsi.gov.uk.

2.7 SKE programme funding spent between 1 August 2014 and 31 July 2015

This is where you should record the actual SKE programme costs amount paid to eligible trainees during the academic year 2014 to 2015.

2.8 Balance at 31 July 2015

This will automatically calculate the difference between what you have received and what has been spent and informs the adjustment value. Adjustments will be made for any differences in this section, including recovering any funding not spent.

2.9 Number of trainees that withdrew during their SKE

programme

This is where you should record the number of trainees that have withdrawn early from their SKE programme.

2.10 Number of trainees that did not start their SKE programme

This is where you should record the number of trainees that did not start their SKE programme at all.

3.

Early years

3.1 Graduate entry received between 1 August 2014 and 31 July 2015

This is pre-populated with the value of funding that we have paid in academic year 2014 to 2015 in relation to early years ITT graduate entry route for training bursaries and course fees.

Please don't overwrite this section. If the value stated doesn't match your records please contact the funding team on fa.team@education.gsi.gov.uk.

3.2 Employer based received between 1 August 2014 and 31 July 2015

This is pre-populated with the value of funding that we have paid in academic year 2014 to 2015 in relation to early years ITT graduate employment based route for course fees and funding for employers to support trainees.

Please don't overwrite this section. If the value stated doesn't match your records please contact the funding team on fa.team@education.gsi.gov.uk.

3.3 Payments to trainees between 1 August 2014 and 31 July 2015

This is where you should record the actual early years ITT bursary funding amount paid to eligible trainees during the academic year 2014 to 2015.

3.4 Payments to employers between 1 August 2014 and 31 July 2015

This is where you should record the actual early years ITT funding amount paid to employers during the academic year 2014 to 2015.

3.5 Balance at 31 July 2015

This will automatically calculate the difference between what you have received and what has been spent. Adjustments will be made for any differences in this section, including recovering any funding not spent.

4.

Non-higher education institutions (HEIs) capital support

4.1 Approved balance of capital brought forward from previous year(s)

Please record any funding that was brought forward from the academic year 2013 to 2014 into 2014 to 2015.

4.2 Non-HEI capital allocation for the academic year 2014 to 2015

This is pre-populated with the value of the non-HEI capital funding we have paid in the academic year 2014 to 2015. Please don't overwrite this section. This payment was made to school-centred initial teacher training institutions (SCITTs) as a standalone payment and will not appear on the payment profile.

If the value stated doesn't match your records please contact the funding team on fa.team@education.gsi.gov.uk.

4.3 Total non-HEI capital available

This will automatically calculate the difference between what you have received, what has been spent and what has been committed; this informs

the adjustment value for academic year 2014 to 2015. Adjustments will be made for any differences in this section, including recovering any funding not spent.

4.4 Total non-HEI capital spent between 1 August 2014 and 31 July 2015

This is where you should record the actual expenditure of capital funds during the academic year 2014 to 2015.

4.5 Balance at 31 July 2015

This will calculate your final balance to be recovered.

5.

Golden hellos and golden handcuffs

5.1 Golden hello funding received between 1 August 2014 and 31 July 2015

This is pre-populated with the amount of funding you have received in relation to golden hello funding. Please don't overwrite this section.

If the value stated doesn't match your records please contact the funding team on fa.team@education.gsi.gov.uk.

5.2 Golden hello funding paid to eligible teachers between 1 August 2014 and 31 July 2015

This is where you should record the amount paid to eligible teachers during the academic year 2014 to 2015.

5.3 Golden handcuff funding received between 1 August 2014 and 31 July 2015

This is pre-populated with the amount of funding you've received in relation to golden handcuff funding. Please don't overwrite this section.

If the value stated doesn't match your records please contact the funding team on fa.team@education.gsi.gov.uk.

5.4 Golden handcuff funding paid to eligible teachers between 1 August 2014 and 31 July 2015

This is where you should record the actual amount paid to eligible teachers during the academic year 2014 to 2015.

6.

Further education ITT bursaries

6.1 Further education ITT training bursaries received between 1 August 2014 and 31 July 2015

This is pre-populated with the value of funding that we have paid in academic year 2014 to 2015 in relation to further education ITT training bursaries. Please don't overwrite this section.

If the value stated doesn't match your records please contact the funding team on fa.team@education.gsi.gov.uk.

6.2 Further education ITT training bursaries spent between 1 August 2014 and 31 July 2015

This is where you should record the actual further education ITT bursary funding amount paid to eligible trainees during the academic year 2014 to 2015.

6.3 Balance at 31 July 2015

This will automatically calculate the difference between what you've received and what has been spent. Adjustments will be made for any differences in this section, including recovering any funding not spent.

7.

School Direct salaried

This section is only applicable to lead schools that are also SCITTs, and therefore receive this funding in their capacity as a School Direct salaried

lead school.

7.1 School Direct funding received between 1 August 2014 and 31 July 2015

This is pre-populated with the value of funding that we have paid in academic year 2014 to 2015 in relation to School Direct salaried funding. Please don't overwrite this section.

If the value stated doesn't match your records please contact the funding team on fa.team@education.gsi.gov.uk.

7.2 School Direct funding due to be recovered following reconciliation exercise August 2015

This is pre-populated with the value of funding that we're due to recover / adjust on the basis of ITT trainee data submitted via the [data management system](#) for academic year 2014 to 2015 that ITT providers supply to us.

Please don't overwrite this section. If the value stated doesn't match your records please contact the funding team on fa.team@education.gsi.gov.uk.

7.3 Balance at 31 July 2015

This will calculate the balance.

8.

Completing the accounts income and expenditure tab

Please complete all fields in the return, enter a zero if the field isn't applicable.

8.1 Income

The main income cells for this year are populated from the audit grant return tab. You will need to complete the previous year's figures manually.

The holdback section is included to record any holdback adjustments that relate to the year of account that will be adjusted after the year-end. All adjustments notified by us concerning the year of account should be added here.

Please note that monies we'll recover from you should be recorded as a negative entry (to reduce our overall income) and any additional monies to be paid, eg. in respect of shortfall in bursary payment by the NCTL, should be recorded as positive values, to add to the total income.

A breakdown of the holdbacks should be included in note 3 on the Notes to Accounts tab.

The deferred income lines have been included to allow for cases where providers will not have completed the training for which funding has been provided within the year of account.

8.2 Expenditure

This section should be used to show us how the funds received have been spent in the year.

We have listed the main expenditure types and below are a brief description for reference:

- Provider staff costs - full costs (salary, tax, pensions and national insurance) of the staff employed by the provider to administer the trainees and the training programme:
- ITT staff costs – training staff costs such as subject leads, trainee mentors, observation visits and moderation.
- Indirect overheads – non trainee related expenses to the provider which may include a cross charge for premises, utilities, finance team resources and training rooms.
- Audit fee – cost of employing an external auditor or independent examiner to complete the declaration statements.
- Payment for accreditation / to awarding body – fees paid to the HEI or awarding body for training, awarding qualified teacher status or for postgraduate certificate of education.
- Direct payments to trainees - payments made to the trainees via their employing school for bursaries, school direct or direct claims.
- Payments to schools for trainee placements – cost of placing trainees in schools as part of their training programme.
- Payments to employers (early years specific) – payments to early years trainees to provide supply cover, salary enhancements or other training related material.

- Other educational supplies and services – expenditure on items not covered above such as marketing costs, disclosure and barring service monitoring, conference costs, etc.

8.3 Notes to the accounts

The notes tab can be used to provide any supporting information or analysis for the relevant lines in the accounts.

9.

Completing the balance sheet tab

It is expected that the surplus/deficit carried forward to the next year identified on the income and expenditure should match both the net assets total and the reserve total funds figure on the balance sheet. Any accounts submitted with a discrepancy will need to include a numbered note to explain the difference in full.

10.

Contact us

Funding team

Email

fa.team@education.gsi.gov.uk

Funding and audit grant return queries

Financial monitoring

Email

Accounts and auditor queries

financial.monitoring@education.gsi.gov.uk

v.uk

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